



## **GOVERNANCE COMMITTEE MEETING**

**December 3, 2024**

**Time: 11:00 a.m.**

**CityPlace Building, 50 West Main Street**

1. Call meeting to order
2. Approval of Minutes of November 5, 2024
3. Executive Session under Section 105(f) of the Public Officers Law for the purpose of discussing financial information of a particular company
4. Housing Study RFP Review
5. Annual Contract Review  
Auditing Services Contract  
Accounting & Chief Financial Officer Contract  
Local Labor Monitoring Contract  
Local Labor Exemption Processing Contract  
Legal Services Contract  
Real Estate Brokerage Firm
6. Other Business
7. Adjournment



COUNTY OF MONROE  
**COMIDA**

INDUSTRIAL DEVELOPMENT AGENCY

**GOVERNANCE COMMITTEE MEETING MINUTES**  
**November 5, 2024**

Time & Place: 12:00 p.m. City Place, 50 West Main Street

Board Present: A. Burr, J. Alloco, N. Jones, R. King

Also Present: L. Bolzner, H. Maffucci, R. Finnerty, A. Clark

Chair Burr called the meeting to order at 12:09 p.m.

The draft minutes of the October 15, 2024 meeting were presented. On motion by R. King, second by J. Alloco, all aye, the minutes were unanimously approved.

Chair Burr noted that Executive Director Liss submitted comments to the committee to be part of the record (attached). Based on these comments, Deputy Director Finnerty suggested the committee focus the discussion on the three action items and added a fourth action item.

1. Temporarily reset the affordable set aside to 10% as originally contemplated in COMIDA's Housing Policy pending results of comprehensive housing market study. This will allow stalled projects to move forward and provide flexibility for data-driven decision-making in the future;
2. Remove affordable set-aside requirement for applications seeking only sales and use tax exemptions and/or mortgage recording tax exemptions as these projects often serve different purposes than those seeking PILOT agreements and may not require the same level of affordable housing inclusion;
3. Commission a housing study as soon as possible to thoroughly analyze Monroe County's housing market and economic factors driving supply and demand. The study will help us craft a policy that balances the County's housing needs with support for economic growth and job creation;
4. Review income ranges used in the Housing Policy's definition of "affordable."

Deputy Director Finnerty started the discussion with the third action item regarding the housing study request for proposal (RFP). The housing study RFP was published last week and sent to three firms that staff knows have prepared housing studies in the past. Staff has heard back from one firm already. Interested responders need to contact COMIDA staff to receive a copy of the RFP, this enables staff to know who has the RFP and can keep track of updates. Proposals are due November 22<sup>nd</sup>. Staff will reconvene this committee in beginning of December for review.

The committee discussed temporarily resetting the affordable set aside to 10% pending the results of the housing study and removing the set aside for projects not seeing a real property tax abatement. After discussion, the committee determined that the housing policy should remain unmodified at this time, and will reconvene after the housing study is done to continue the discussion.

There being no further business to discuss, on motion by J. Alloco, second by N. Jones, all aye, the meeting of the Governance Committee was adjourned at 1:05 p.m.



COUNTY OF MONROE  
**COMIDA**  
INDUSTRIAL DEVELOPMENT AGENCY

**2025 Annual Contract Review**  
**December 3, 2024**

**All contracts subject to annual board approval**

**Auditor Contract**

RFP Issued: November 2020  
Awarded to: Mengel, Metzger, Barr & Co.  
Term: Fiscal years ending 2020 - 2024  
2022 Amount: \$11,550 (for 2021 audit)  
2023 Amount: \$11,850 (for 2022 audit)  
2024 Amount: \$12,150 (for 2023 audit)  
2025 Amount: \$12,450 (for 2024 audit)

**Accounting & Chief Financial Officer Contract**

RFP Issued: December 2021  
Awarded to: The Bonadio Group  
Term: January 1, 2022 – December 31, 2025  
2022 Amount: \$55,860  
2023 Amount: \$56,975  
2024 Amount: \$58,125  
2025 Amount: \$59,275

**Local Labor Monitoring Contract**

RFP Issued: December 2021  
Awarded to: Loewke Brill Consulting Group  
Term: January 1, 2022 – December 31, 2025  
2022 Amount: \$77,000  
2023 Amount: \$77,000  
2024 Amount: \$77,000  
2025 Amount: \$77,000

**Local Labor Exemption Processing Contract**

RFP Issued: December 2021  
Awarded to: The Bonadio Group  
Term: January 1, 2022 – December 31, 2025  
2022 Amount: \$28,000  
2023 Amount: \$28,000  
2024 Amount: \$28,000  
Bonadio through 8/31/24: \$2,333/month. Loewke Brill: \$600 per exemption

**Legal Contract**

RFP Issued: April 2021  
Awarded to: Harris Beach  
Term: January 1, 2022 – December 31, 2025  
2022 Amount: Fee schedule set by board  
2023 Amount: Fee schedule set by board  
2024 Amount: Fee schedule set by board  
2025 Amount: Fee schedule set by board